



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-236
POSITION: Marketing Assistant (OA)
SERIES/GRADE: PG-0303-06/07
SALARY RANGE: \$29,459 - \$42,558 PA
ISSUE DATE: 12/22/03
CLOSING DATE: 01/13/04
NUMBER OF VACANCIES: One
ORGANIZATION: Documents Sales Service
Office of Program Awareness
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: PG-07
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent will perform duties for both the Creative Services Group and the Promotion Group based on the overall priorities established by the Office Chief. May be utilized interchangeably throughout the branch depending on workload requirements. Responsible for producing basic promotional materials. This includes gathering and verifying content; editing data files; performing computer searches of agency databases; and conducting internal inquiries. Assists with the development of catalogs, flyers, direct mail pieces, and press releases. Researches the availability and prices of sales products, compiling sales information, and preparing print orders. Prepares accurate print orders and delivery instructions. Prepares correspondence and develops initial drafts, when necessary. Proofreads promotional materials, reports and correspondence. Coordinates dissemination of mail, phone and fax requests, or copies of promotional materials. Coordinates major mailings of promotional materials to members of Congress and the media. Develops and maintains complex project tracking/logs for promotional projects. Creates and produces monthly reports summarizing by category daily activity, volume of catalog orders, and the filling. Identifies trends in the processing requirements of the Branch and makes recommendations about processing and internal workflow. Responsible for Branch purchase request submission and coordinate with other areas until items ordered are received in work area. Receives and routes incoming calls and mail. Coordinates outgoing and incoming courier deliveries. Maintains complete and accurate time and attendance records. Monitors quantity levels of promotional materials, office supplies, and initiates and implements orders for additional materials.

QUALIFICATIONS: Applications must possess 52 weeks of specialized experience at the next lower level. Specialized experience is experience which has equipped the candidate with the knowledge, skills and abilities to successfully perform the duties listed above.

NOTE: Applicants must be qualified typists. Applicants who have not held a Federal position with "Typing or Office Automation" in the title must pass a GPO typing test or submit a Certificate of Typing Proficiency. For further information regarding scheduling an appointment to take the typing test, call the number listed. Applicants who have held a Federal position with "Typing of Office Automation" in the title must provide a Standard Form (SF)-50 with "Typing or Office Automation" in the title.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Ability to analyze facts, problems, and alternatives in order to arrive independently at conclusions/recommendations.
2. Ability to create and maintain logs.
3. Basic skill in composing business correspondence, editing database files, and proofreading.
4. Skill in using recent versions of microcomputer word processing, database management and spreadsheet applications.
5. Knowledge of basic principles of marketing and customer service.

ALL APPLICANTS MUST INCLUDE THE FOLLOWING:

Applicants may submit an Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume. If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO MAY PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 2
U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, N.W.
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES****
****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****